



Job Opportunity Bulletin

Student Assistant

2 Positions Available

Tenure/Timebase:	Temporary/Intermittent
Office/Location:	California Commission on Teacher Credentialing Certification Assignment and Waivers Division 1900 Capitol Avenue Sacramento, CA 95814-4213
Salary:	Range A: \$1362 - \$1456/month Range B: \$1456 - \$1565/month Range C: \$1565 - \$1681/month Range D: \$1681 - \$1814/month
Final Filing Date:	June 20, 2006 or until filled
Contact:	Gary Chapman (916) 445-2516

Duties:

- Proofread completed credential application request packages and mail out computer generated credentials. Each package is proofread for:
 - Correctly completed application form;
 - Ensure name on credential matches the request and spelling is correct;
 - Social security number on the application matches the credential;
 - Ensure fingerprint clearance is attached and matches the application, if applicable;
 - Ensure the date on the credential is correct;
 - Ensure confidential information is not mailed out;
 - Purge appropriate documents;
 - Ensure restriction of credential has been documented on the credential; and
 - Ensure the correct type of credential has been issued.
- Stuff envelopes and mail out individual credentials to each applicant. In addition, bulk mail documents to counties and the appropriate institutions.
- Flip through each page of the application package to ensure credential copies are filed in numerical order. Batch in bundles and place in a box.
- Process the simplest types of credential applications, i.e. 30 Day Substitute Permits, clear to clear renewals, five year preliminary and professional clear credentials that have the recommendation of an institution of higher education and input the data into the computer.

Conditions of Employment: Fingerprint Clearance is required.

Desirable Qualifications:

- Ability to effectively work alone or in cooperation with team members
- Ability to follow oral and written instructions with minimum supervision
- Demonstrated sense of responsibility for the job and good attendance
- Knowledge of Filemaker Pro 8 software systems
- Knowledge of Microsoft Office 2003 software systems
- Able to maintain strict confidentiality
- Good attendance, punctuality, and work attitude

Who May Apply:

Individuals who currently attend an accredited college or university and are enrolled in not less than six semester units and possess the desirable qualifications listed above and have eligibility for appointment to the above classification (e.g., transfer, list or reinstatement) may apply. The appointment is subject to the State Restriction of Appointment (SROA).

Important Note:

Interested applicants must submit a State Application (STD 678) to the above address, Attn: Gary Chapman. The applications will be screened and only the most qualified applicants will be invited for an interview.

<i>The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i>
